



Parish Secretary

Location: St. Anthony of Padua Catholic Church

Schedule: 20 hours / week; Monday-Wednesday 8AM-3PM, with flexibility to assist in providing additional coverage when needed.

Position Summary: The Parish Secretary is a part-time, non-exempt position that will assist in the administration of parish functions and responsibilities of St. Anthony of Padua Catholic Church.

Essential Duties and Responsibilities for the Parish Secretary:

(other duties may be assigned)

Qualifications to Perform the Job Successfully

- Assisting the Pastor with any requests, calls, orders, etc. that come through the parish office.
- Answering calls and greeting visitors who come to the parish office.
- Administering the Safe Environment program and coordinating rules and trainings with co-workers and parish volunteers.
- Prepare Sacramental Preparation and Funeral paperwork for recordkeeping purposes.
- Maintain continuous updates and maintenance of the parish data base including but not limited to updating and retrieving of information.
- Co-coordinate the Online Giving website.
- Schedule Liturgical ministers for masses.
- Ensure continuous updates on the parish website are made and input new information as needed.
- Assist in the organization and planning of St. Anthony of Padua's Family Day event.
- Prepare the Bulletins and Announcements on a weekly basis.
- Any other duties assigned by Pastor.

Education and/or Experience:

- High school Diploma or Equivalent

Other Skills and Requirements:

- Must be able to successfully complete Safe Environment training.
- Knowledge of Catholic Church and its teachings and values.
- Ability to travel in one's own vehicle to travel within the Diocese of Houma-Thibodaux required.

- Ability to understand, follow, and transmit written and oral instructions.
- Must be able to communicate clearly by phone, in written form including email, and verbally.
- Must be able to speak English.
- Must possess strong computer skills including knowledge in Microsoft Office Suite or similar software
- Must be able to sit at a desk and work on a computer for prolonged periods of time.
- Ability to lift up to 40 pounds.
- Ability to climb stairs.

For Consideration please submit:

- A Cover Letter
- A Resume
- An Online Application

To apply, please visit: <https://romancatholicchurchdioceseofho.easyapply.co>

Applications are now being accepted until March 7, 2024 or until the position is filled.

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**The Diocese, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.*